

How to Enable Macros in Microsoft Access 2010

In order for code and macros to function properly in Access 2010 databases, the macro security level must be set to “Enable all macros (not recommended; potentially dangerous code can run).”

To adjust this setting:

1. Open Microsoft Access 2010.
2. Select **File, Options**.
3. The Access Options window opens. In the left column, select **Trust Center**. See Figure 1.

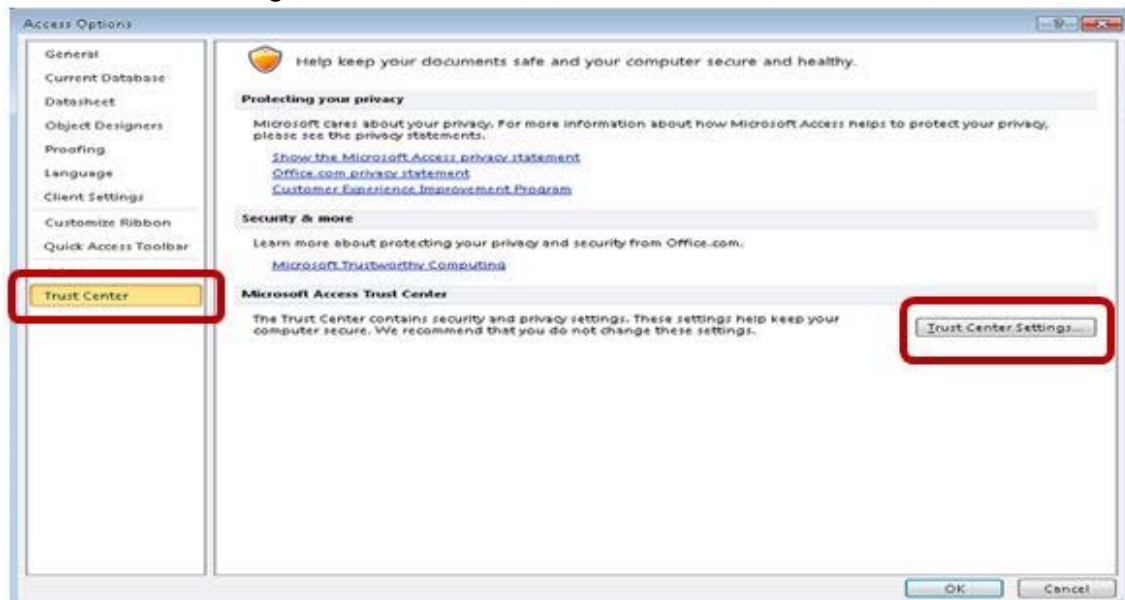


Figure 1: Access Options window

1. In the same Access Options window, click the **Trust Center Settings** button. See Figure 1 above.
2. The Trust Center window opens. In the left column, select **Macro Settings**. See Figure 2.

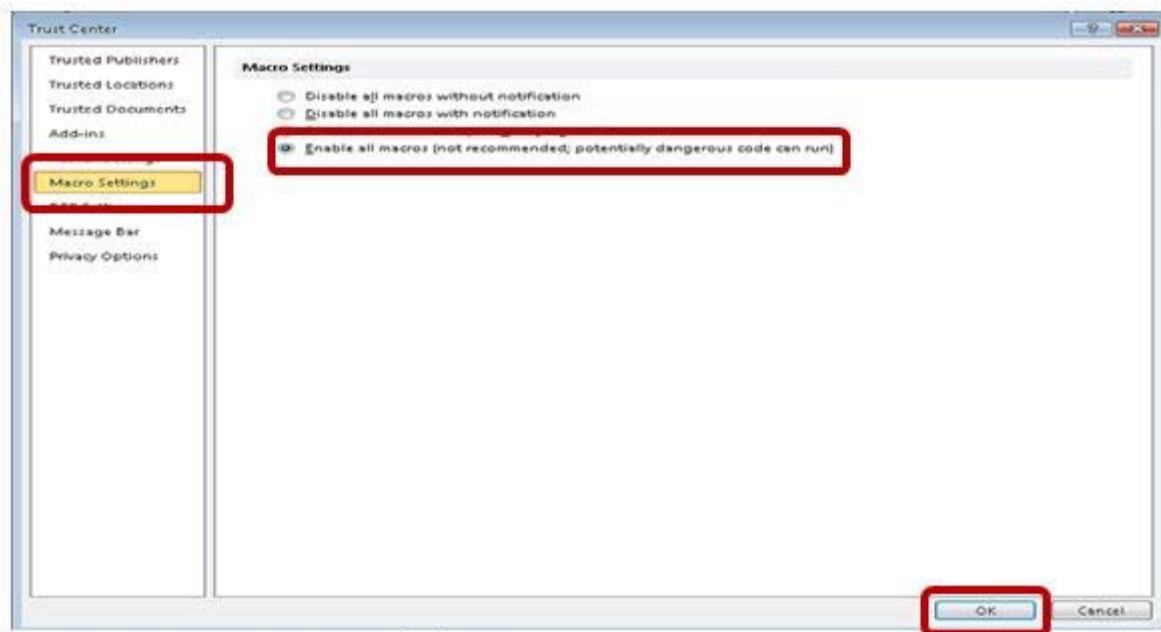


Figure 2: Trust Center window

1. Select **Enable all macros (not recommended; potentially dangerous code can run)**. See Figure 2.
2. Click **OK**.
3. Click **OK** again.
4. A dialog box may appear stating that you must close and reopen the current database for the specified option to take effect. Click **OK** and then close Access.

Macros are now enabled.